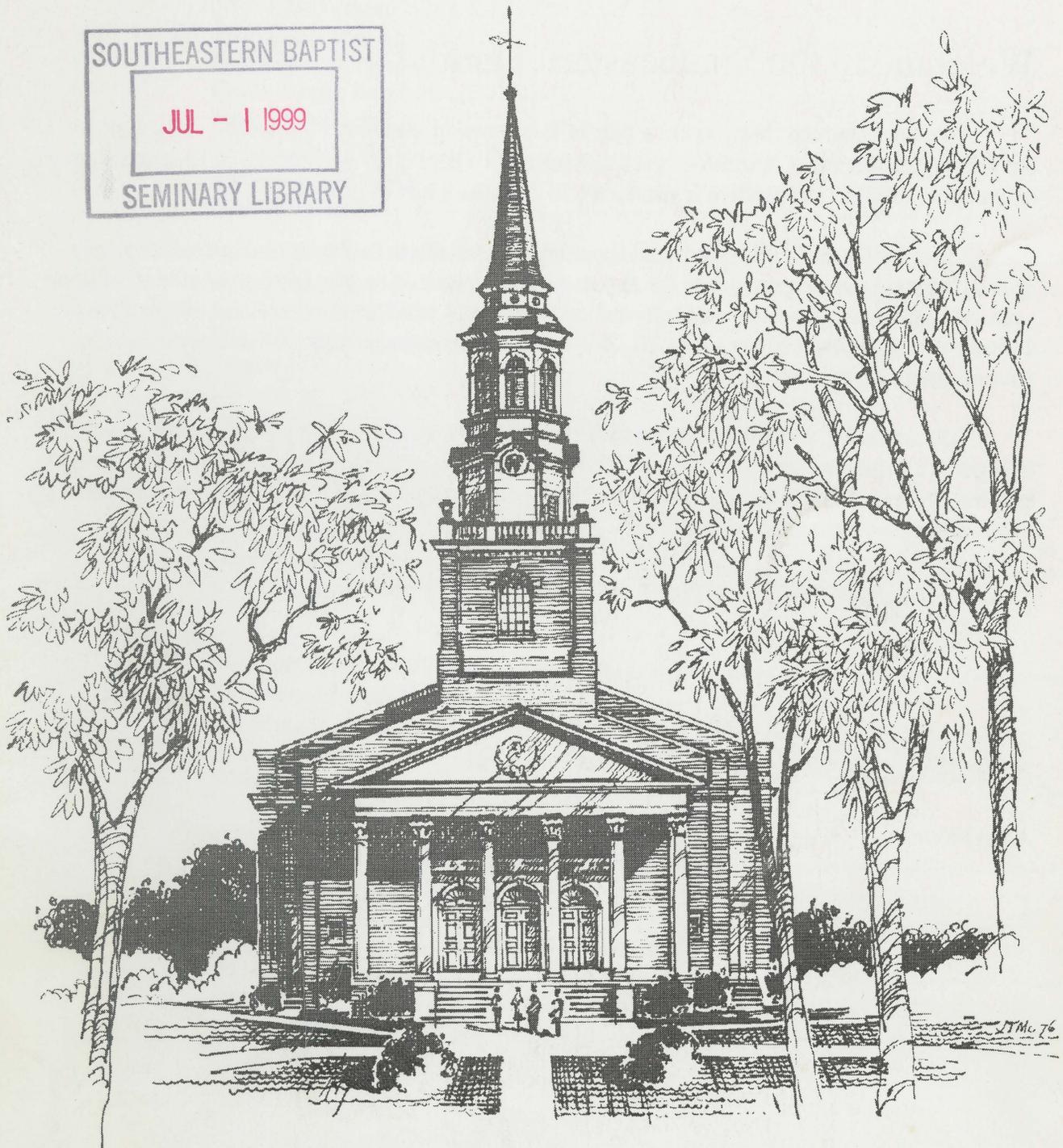


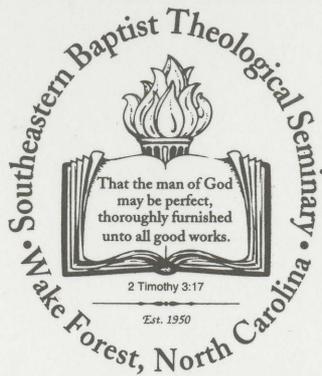
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Student Handbook

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SEMINARY LIBRARY





Dr. N. Allan Moseley

Vice President for Student Services
Dean of Students

P.O. Box 1889 • 222 North Wingate • Wake Forest, NC 27587 • 919-556-3101 • FAX 919-556-0998

Welcome to the Southeastern Family!

We are delighted that you are a part of this growing seminary community. Together we are growing numerically, spiritually and academically. There is an atmosphere of love and support on campus, and that atmosphere is conducive to all three kinds of growth.

This handbook is produced with the desire to contribute further to the maintenance of a spiritual climate that is appropriate for an institution committed to preparing a generation of great spiritual leaders. Toward that end information is supplied, services are described, regulations are defined, and organizations are provided. We hope that these pages help you and contribute to your seminary experience.

Occasionally, procedures and policies must be revised during the academic year. Such changes are communicated through campus publications such as "Newsline," a bi-weekly campus bulletin. Where the information in this handbook is limited, you may consult the seminary catalog or the appropriate administrative office.

Again, we are glad that you are part of the family. Welcome!

Allan Moseley

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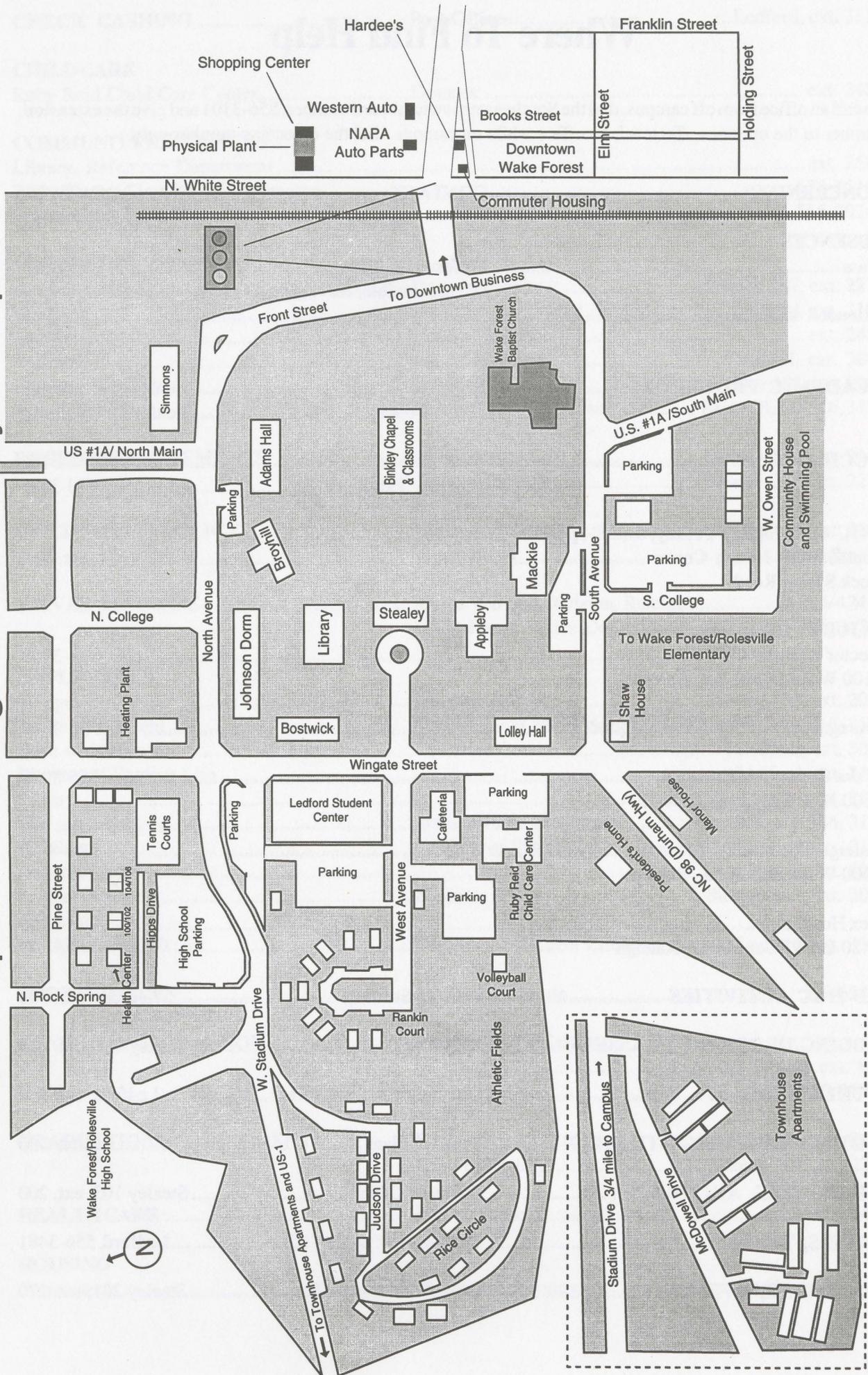
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Southeastern Baptist Theological Seminary Campus



Where To Find Help

To call an office from off campus, dial the Southeastern switchboard number, 556-3101 and give the extension number to the operator. To reach an office while on campus, dial the extension number only.

CONCERNING:	CONTACT:	LOCATION:
ABSENCES		
Class	Professor of class	See Campus Directory (If inaccessible, leave message at switchboard)
Extended absence	Dean of Faculty	Stealey 207, ext. 225
ACADEMIC PROCEDURES		
	Registrar	Stealey 104, ext. 215
	Dean of Faculty	Stealey 207, ext. 225
ACCIDENT		
	Town Police	911/556-3176
	Highway Patrol	733-3861
INJURY: Monday-Friday, 8 a.m.-1p.m.		
Southeastern Health Center		556-3101, ext. 245
Rock Spring Road		
INJURY: Other Hours		
Doctor's Urgent Care		872-3959
4100 Wake Forest Rd., Raleigh		
Emergency Services Rescue Squad		911/556-9111
Wake County Medical		755-8000
3000 New Bern Ave., Raleigh		
Raleigh Community Hospital		872-4800
3400 Wake Forest Rd., Raleigh		
Rex Hospital		783-3100
4420 Lake Boone Trail, Raleigh		
AD HOC ACTIVITIES	Dean of Students	Ledford, ext. 306
ADDING/DROPPING CLASSES	Registrar	Stealey 104, ext. 215
ATHLETICS	Director of Student Life	Ledford, ext. 310
AUTOMOBILE REGISTRATION	Physical Plant	ext. 320
BILLS, FEES, ACCOUNTS	Business Office	Stealey 103, ext. 200
BOOKS, TEXTS	Baptist Book Store	Ledford, 556-3481
CALENDAR, EVENTS	Public Relations Office	Stealey 201, ext. 270

CHECK CASHING Post Office Ledford, ext. 311

CHILD CARE

Ruby Reid Child Care Center Director ext. 248

COMMUNITY RESOURCES

Library, Reference Department ext. 258

Wake Forest Chamber of Commerce 556-1519

Wake Forest Town Hall 556-2024

COUNSELING SERVICES

Academic Dean of Faculty Stealey 207, ext. 227

Financial Director of Student Life Ledford, ext. 310

Health Health Center ext. 245

Personal Dean of Students Ledford, ext. 306

Registration Registrar Stealey 104, ext. 215

Vocational Student Field Ministries Broyhill, ext. 316, 317

DEGREE REQUIREMENTS

Registrar Stealey 104, ext. 215

Dean of Faculty Stealey 207, ext. 225

DISCIPLINARY POLICY

Director of Student Life Ledford, ext. 310

Appendix B Handbook

DRIVER'S LICENSE

Motor Vehicles Division, Raleigh 733-4241

Wake Forest Police Department 556-3176

EMPLOYMENT

Campus Business Office Stealey 103, ext. 200

Career Placement Student Field Ministries Broyhill, exts. 316, 317

Dean of Students Ledford, ext. 306

Director of Student Life Ledford, ext. 310

Library ext. 250

Ministry Student Field Ministries Broyhill, ext. 316, 317

Off-Campus Director of Student Life Ledford, ext. 310

Physical Plant ext. 320

Student Spouse Business Office Stealey 103, ext. 200

FINANCIAL AID

Director of Student Life Ledford, ext. 310

FOOD SERVICES

Manager-Cafeteria 556-6544

GENERAL INFORMATION

Switchboard in Stealey

(on-campus) Stealey, ext. "0"

(off-campus) 556-3101

GRADUATION REQUIREMENTS

Registrar Stealey 104, ext. 215

Dean of Faculty Stealey 207, ext. 225

HEALTH CARE

Health Center ext. 245

HOUSING

Commuter Director of Housing Ledford, ext. 365

Dormitory Director of Housing Ledford, ext. 365
 Maintenance, Repairs Director of Housing Ledford, ext. 365
 Married Housing Director of Housing Ledford, ext. 365
 Rent Payment Business Office Stealey 103, ext. 212

IDENTIFICATION CARDS

Students and Employees Library ext. 254
 Family Members Information Desk Ledford, ext. 300
 Ledford Guests Information Desk Ledford, ext. 300

INSURANCE

Information/Application Business Office Stealey 103, ext. 200

LOANS Director of Student Life Ledford, ext. 310

LOST & FOUND Switchboard in Stealey
 (on campus) Stealey, ext. "0"
 (off campus) 556-3101
 Information Desk Ledford, ext. 300

LYON HOUSE President's Office Stealey 101, ext. 222

MANOR RESERVATIONS Admissions Office Stealey 205, ext. 280

NOTARY PUBLIC Financial Development Office Stealey 100, ext. 201

ORGANIZATIONS Director of Student Life Ledford, ext. 310

PARKING FINES Physical Plant ext. 320

POST OFFICE BOXES Director of Student Life Ledford, ext. 310
 Post Office Ledford, ext. 311

PUBLIC RELATIONS Public Relations Office Stealey 201, ext. 270

PUBLICATIONS

Campus Directory Public Relations Office Stealey 201, ext. 270
Faith and Mission Dr. David Lanier Stealey 306, ext. 234
NewsLine Public Relations Office Stealey 302, ext. 270
Olive Press Public Relations Office Stealey 201, ext. 270
Outlook Public Relations Office Stealey 201, ext. 270
SEBTS Catalog Dean of Faculty Stealey 207, ext. 225
SEBTC Catalog Dean of College Appelby, ext. 208
Student Handbook Director of Student Life Ledford, ext. 310

RECREATION PROGRAMS Director of Student Life Ledford, ext. 310

REGISTRATION Registrar Stealey 104, ext. 215

RESERVATION OF FACILITIES

Appleby
 Bethea Room Public Relations Office Stealey 202, ext. 270
 Chapel Public Relations Office Stealey 202, ext. 270

Binkley Chapel	Public Relations Office	Stealey 202, ext. 270
Broyhill		
Conference Rooms	Student Field Ministries	Broyhill, exts. 316, 317
Hall of the Presidents	Public Relations Office	Stealey 202, ext. 270
Cafeteria	Food Services	556-6544
Classrooms	Registrar	Stealey 104, ext. 215
Ledford		
Lounges	Director of Student Life	Ledford, ext. 310
Multipurpose Room	Director of Student Life	Ledford, ext. 310
Gym	Director of Student Life	Ledford, ext. 310
Recreation/Fitness	Fitness Center	Ledford, ext. 303
Library		
Seminar Rooms	Library Circulation	ext. 251
AV Auditorium	Library AV	ext. 254
Church Curriculum	Library Reference	ext. 258
RECREATION FACILITIES	Director of Student Life	Ledford, ext. 310
SCHOLARSHIPS	Director of Student Life	Ledford, ext. 310
SECURITY (After hours)	Beeper	302-2485
STUDENT COUNCIL	Appendix A	Handbook
	Director of Student Life	Ledford, ext. 310
TRANSCRIPTS	Registrar	Stealey 104, ext. 215
VOTER REGISTRATION		Ledford, ext. 365
WITHDRAWAL	Registrar	Stealey 104, ext. 215

Student Services: Personal and Family

Baptist Book Store

The bookstore is located on the first floor of the Ledford Center. Store hours are 9:00 a.m. - 4:30 p.m., Monday through Friday and 10 a.m. - 4 p.m., Saturday. The store is operated under the auspices of the Sunday School Board of the Southern Baptist Convention and has a variety of books and materials as well as all required texts, school supplies, and personal accessories. Bob Walker is the Bookstore Manager.

Cafeteria, Food Services

Southeastern's food services are contracted as a part of a business providing meals for the entire community. The cafeteria also provides meals daily to the Ruby Reid Child Care Center and caters to many local and civic groups throughout the year. Hours of service are: Breakfast: 7:00 a.m.-10:00 a.m., Lunch: 11:00 a.m.-2:30 p.m., Dinner: 5:00 p.m.-8:00 p.m., closed Friday nights, Saturday and Sunday.

Food service is also provided in the Ledford Center for students, staff and their families. Short order menus and soda shop selections are available. Snack shop hours are posted in the Student Center.

Campus Visitors and Tours for Churches and Community Organizations

The Admissions Office welcomes opportunities to give tours of the Southeastern Campus to your church groups or community organizations, etc.

Visitors are welcome to attend chapel services Tuesday through Thursday at 10:00 a.m. in Binkley Chapel.

To make tour arrangements please contact the Admissions Office, (919) 556-3101, ext. 280. Please make reservations in advance.

Campus Security

The Southeastern campus is accessible 24 hours a day. We have security officers on staff 24 hours a day. Security officers make rounds of campus buildings and housing. Although night watchmen are employed to maintain security, precautions should be taken to prevent losses from cars, rooms, and apartments. Comprehensive insurance on automobiles and personal property is recommended. In case of theft, contact the Wake Forest Police Department (556-3176) and the Southeastern telephone operator (556-3101). Security will respond to any need you may have such as safety, lock-out, maintenance, etc. The after hours number is 302-2485.

Child Care Program

The Ruby Reid Child Care Center, located next door to the Southeastern Cafeteria, serves Southeastern and community families by providing care to preschoolers age 2 years to preschool age (ages 2-5).

The Center is open year-round except for one week in August and one week at Christmas. Seminary/College students may enroll children for just the semester periods or may continue interim care in addition to the regular semester. The Center is open from 7:00 a.m. to 6:00 p.m. and a hot lunch is included. Parents pay tuition according to the time plan they choose for their child. Every effort is made to tailor the schedule to meet parent/child needs.

Enrollment for each age group is limited. Children are enrolled from a waiting list, with Southeastern children being given a priority status. It is strongly advised that incoming students place their child's name on the waiting list as early as possible. In addition to caring for children of the Southeastern family and community, the Center has three other purposes: to provide a laboratory for teachers and students who desire to explore ways of working with children, to provide a setting in which parents may discover new ways to enrich their family living, and to provide a center in which churches and other agencies involved in the care of children may receive counsel related to the improvement of their programs. [For more information, please contact the Director, Ruby Reid Child Care Center, 556-3101, extension 248]

Crisis Communication

One of the advantages of being in a community is the readily available base of support for members who experience a crisis in their lives. Southeastern has devised a crisis communication procedure to provide a way for the major areas of the administration to be aware of crises which arise within the Southeastern family. If you are aware of a birth, serious illness, accident, major material loss, death in the immediate family or other situations which should be communicated, you may call the the Dean of Students at 556-3101, ext. 306 and report as many details as possible. This, in turn, will be communicated immediately to all major offices and areas of the campus.

Financial Aid

A. Program

Southeastern's financial aid program is based on the premise that the student is making an effort to be as self-supporting as possible. It is thus recommended that students should have sufficient funds or income to see him/her through at least the first semester before seeking aid from Southeastern. However, it is recognized that financial assistance is necessary at times and Southeastern is committed to helping students meet emergency needs.

Financial aid is administered through a three part assistance program. These are: (1) **On-campus jobs:** Students awarded work grant positions are employed for a limited number of hours on campus. (2) **Emergency assistance:** Occasionally, a student may experience a financial emergency due to unpredictable circumstances. Qualified students may receive aid through low interest loans or, in extreme cases, direct grants. Loans and grants are usually limited to \$600.00 per semester with the maximum loan balance not to exceed \$1800.00. (3) **Scholarships:** Through the generosity of individual donors, a limited number of scholarships are made available to qualified students who make application. Applications may be submitted by first semester students November 15 - December 15 for the Spring semester and by returning students April 15 - May 15 for the next school year. (4) **Matriculation Deferment Plan:** A payment plan, for Master of Arts/Divinity students ONLY, is available for the Fall and Spring semesters (matriculation only) through the Business Office. Students must sign an agreement in the Business Office before classes begin to participate in the plan.

Students seeking financial assistance must be currently enrolled full-time in a degree program. An application form obtained from the Director of Student Life must be completed and returned. In some cases an interview by the Director of Student Life may be required for a final decision.

In the event that a student who received financial aid withdraws from school before a semester is completed, Southeastern may require that all scholarships be repaid to the foundations from which they were awarded. This includes any scholarships and grants awarded by Southeastern, The Charles B. Keese Foundation, The Frasier Scholarship Fund, The Georgia Baptist Foundation and any other scholarships where full time enrollment is required. Upon withdrawal, the student's account will be charged the amount of the scholarship(s) and the foundations from which the awards were given will be notified and refunded.

Southeastern does *not* participate in federally funded student financial aid programs involving loans and grants. Prospective students should not anticipate such aid being available while enrolled as a student at Southeastern. However, Southeastern is approved to recommend repayment deferments on Guaranteed Student Loans which students received prior to enrolling at Southeastern. Deferment applications may be obtained from your lender and brought to the Office of the Registrar for processing. Federal education loans provided through other programs may be subject to immediate repayment schedules. Qualified students who are veterans are eligible to receive V.A. benefits. Forms may be obtained in the Office of the Registrar.

B. Guidelines

The basic premise in providing student financial aid is demonstrated financial need unless otherwise dictated by the qualifications of a particular fund. However, several specific guidelines are applicable in the administration of the loan and financial aid scholarship components of the aid program:

1. Loans are available in amounts up to \$600.00 per semester with the maximum loan balance due not to exceed \$1800.00. Loan notes of up to two years are available with an interest charge of 4% (APR).
2. Extensions may be granted on loans which are currently due as determined by the Loan and Aid Committee. Requests for extensions should be brought to the Director of Student Life.
3. No additional loans will be provided if a student has an overdue loan.
4. No loans can be provided for graduating students with a balance due on their school account unless a written account resolution plan is filed with the Southeastern Comptroller in the Business Office.
5. Loans are provided only on the basis of the stated need of the student and for the purpose of meeting that need.
6. Loans may be requested to pay school account balances but only within existing limits and provisions of the current student loan guidelines.

Health Center Program

In the interest of promoting good health and caring for the medical needs of the campus community, Southeastern makes available a program of health care and medical services for all members of the Southeastern family. The medical services include, among other things, a program of prevention of illness through physical examinations and immunizations and treatment of illness under the direction of the campus physician.

In order that students may understand the health care program and know their own responsibilities in seeking the services provided, the following statement of policy has been formulated:

General Policy

The Southeastern Health Center will be open as follows when classes are in session: Monday-Friday, 8:00 a.m.-1:00 p.m. Doctor's Hours: **By appointment**, 8:30 a.m. - 10:30 a.m. (556-3101, ext. 245).

After the Health Center closes each day, no nurse will be on call. If medical attention is essential before the Health Center opens the following day, persons may call Dr. Moseley in his downtown office. Medical treatment or services other than those rendered at the Health Center will be at the expense of the patient.

Purchase of Medicines

Participants in the Health Center Program may secure general medicines and some medical supplies through the Health Center as prescribed by the campus physician at prices which cover cost plus handling. ***The sale of prescription drugs is limited to medicine prescribed by the Campus Physician.*** Drugs prescribed by the Campus Physician and which are not in stock may be ordered at the request of the student. A fee will be charged for injections, suturing, and allergy injections. A fee will be charged by Wake Medical Center for lab work to evaluate PAP smears, cultures and other tests. ***Students are asked to pay for all medicines at the time it is received.***

Health Center Location and Personnel

The Health Center is located on Rock Spring Road across the street from the Wake Forest/Rolesville High School. Parking is provided at the rear of the building. Physician: Dr. James Moseley, downtown office, 556-4826. Registered Nurse: Mrs. Norma May

Health Insurance

The Annuity Board's Student Health Program is available to students who do not have adequate insurance. Coverage may be arranged at the beginning of each semester with Annuity Board representatives. Further information concerning student insurance programs is available from the Business Office or the Baptist State Convention in Cary, (919)467-5100 or toll free, 1-800-395-5102. Information can be obtained directly from the Annuity Board in Dallas, Texas by dialing their toll free number, 1-800-262-0511.

Library Resources

The Library at Southeastern Baptist Theological Seminary is housed in the Denny building. The Library exists to serve the spiritual and intellectual needs of The Seminary. YOU are our main reason for being here. The Library seeks to implement the Seminary's mission and purpose by providing materials to assist you in your studies, in your spiritual development, and in many practical areas where you may need information. Your spouse may become a guest user also by signing up at the Circulation Desk. We hope you will feel at home and will find our staff friendly and helpful.

The Collection consists of approximately 250,000 items (books, microforms, Audio/Visual materials, and journals) and 1,000 periodicals currently being received, plus a varied and growing collection of audiovisuals, microforms, and CD-ROMs.

There is a student use computer center for typing papers and biblical research.

Normal hours of operation for The Library are Monday - Thursday 7:45 am - 10:00 pm, Friday 7:45, Saturday 10:00 am - 5:00 pm. Hours other than these, due to holidays, bad weather, or special occasions, will be posted at the front door.

Other information may be had by visiting our web page at <http://www.ntwrks.com/~sebts>

The Library has no smoking areas, no public phone, and no food/beverage areas.

Student Field Ministries

The Student Field Ministries Office, located in Broyhill Hall, provides assistance related to:

- Opportunities for ministry experience (paid and volunteer).
- Connecting students and graduates with churches seeking to fill ministry positions.
- Supervised Ministry (field ministry for supervised academic credit).

Students should contact the field placement secretary who can either provide information and/or arrange an appointment with the Director.

Student Housing

Detailed information and regulations are provided to students who occupy campus housing. In addition, persons occupying married student housing are required to sign a lease agreement and housing regulations in the Housing Office. Students should read carefully and be acquainted with the terms of the lease agreement and any other applicable housing regulations.

Apartments are available to married students and families who are enrolled for at least 9 hours in a graduate degree program or 12 hours in an undergraduate degree program. Housing for Th.M., D.Min., or Ph.D. students will be assigned only if space is available.

Students occupying dormitory housing, while not required to sign a lease agreement, are responsible for specific regulations regarding dormitory housing. The following regulations will be applicable to dormitories:

1. Southeastern is committed to providing adequate, basic services for all of its students. As this commitment relates to housing, Southeastern seeks to make available on-campus housing at affordable rates.
2. Dormitory housing is provided primarily for single students. Residents must be enrolled full time in a degree program.
3. Commuter housing is provided primarily for students who commute from other areas and need temporary housing during the week.
4. Housing policies and regulations are devised to be consistent with Southeastern's commitment not only to its students but also to the Southern Baptist Convention and the people who support it. Their

primary aim is to help maintain an atmosphere that promotes the welfare of the individual student, maintains a comfortable setting conducive to study and learning and provides as much privacy as possible in a shared environment.

5. All campus housing residents are guided by specific policies and regulations. Regulations which define the use of dormitory facilities are somewhat restrictive due primarily to the nature of dormitory housing in which residents must share accommodations, facilities and equipment. Since students are not required to live in campus housing, potential residents should read carefully the policies and regulations regarding their particular dormitory. Those who feel that these may be confining are encouraged to seek other alternatives for housing.
6. At best, dormitory housing is temporary in nature and should not be equated with or expected to function as housing which is of a more permanent nature.
7. The assignment of a dormitory room is not a commitment on the part of Southeastern to the student for continuous occupancy of a particular room. At the discretion of the administration, residence halls may be closed, or students may be required to make moves within dormitories.
8. Room rent is due one month in advance at the beginning of each calendar month. Residents are responsible for the rent until they have followed the proper procedure for checking out of the room and turning in the key.
9. No smoking is allowed anywhere on campus including the dormitories and the commuter facilities.

Specific Married Housing Guidelines

The following guidelines were established by the Housing Office to give the married student residents an idea of what is expected of them in areas pertaining to and around their neighborhoods. Attention to these matters is absolutely necessary and will be greatly appreciated!

Curfew

There is an 11:00 p.m. curfew for all children under the age of 18. We will expect any adults or dependents, 18 or older, to observe quiet behavior after 11:00 p.m. out of Christian courtesy for your neighbors. Violations will be recorded by security or reported by residents to the Housing Office for disciplinary action.

Playground Rules

Common sense must be rule #1 when dealing with the playground equipment. Children over 3 should not be on the toddler swings, children over 10 should not be in the sand boxes and no children of any age should ever be on the canvas covers atop the clubhouses. No children under the age of 6 should play on the equipment without the supervision of an adult or sibling at least 16 years old. No one should play on the equipment after dark. **There should be no exceptions to this.**

Parental Supervision

You are responsible not only for your child's safety and well being but also for his/her behavior. Placing safety and well being first, your children should not be allowed to "investigate" the woods around the housing areas without direct parental supervision. Your children should **never** be allowed to play, congregate, socialize or do anything else in the streets! Disregard of this rule may be the cause of serious injury to one of our children.

Remember these specific guidelines are in place for the safety of your family and those around you. Please help to make the experience here as enjoyable as possible for all.

Institutional and Personal Obligations

Accounts

Students are expected to keep their accounts up to date. Rent is due in advance the first of each month and should be paid in the Business Office. To register for classes, students must have a -0- balance and all fees (matriculation, student service fees, surcharges, and music fees) must be paid in full in advance. These fees are due upon registration. A payment plan is available through the Business Office for students in the college and masters degree programs for Fall and Spring matriculation fees. An agreement must be signed before classes begin in order to participate in this plan. A record of all student accounts, other than the purchase of books, is available in the Business Office. Student accounts must be paid in full prior to graduation. Matured Student Loans must also be paid in full prior to registration and/or graduation.

Automobile Registration

- (1) ON CAMPUS: Physical Plant is in charge of registering vehicles on campus. Students are to register their vehicles and receive a decal during the matriculation process. Students involved in late matriculation should register and receive I.D. tags for their cars in the Physical Plant Office. Additional vehicles obtained while enrolled as a student should be registered immediately. Lost or illegible I.D. tags may be replaced at the Physical Plant office.
- (2) OFF CAMPUS: There are several factors which determine whether students are required to register their automobiles in North Carolina or obtain a North Carolina drivers license. Because of this, there are no specific guidelines which cover all situations. Students who have questions may call the License Information Office of the Motor Vehicles Division in Raleigh (733-3025). Generally, if North Carolina will be the primary state of residence while at Southeastern, it will be to the advantage of most students to obtain a North Carolina license and registration.

Check Cashing

Personal checks which do not exceed \$50.00 may be cashed at the Campus Post Office in the Ledford Center, during regular office hours. Checks to be cashed for personal use should be made out to "Cash". A charge of \$10.00 is made for returned checks. The Post Office is open Monday-Friday, 8:30 a.m. - 4:00 p.m.

Employment

The location of Southeastern provides access to a number of areas with a variety of job possibilities, both secular and church work, full or part-time. In addition, work opportunities for a limited number of students and students' spouses are available on campus. These include work grants which provide part time jobs for students and some full time staff positions for student spouses.

For information and applications see the following persons:

- (1) Student employment (work grants and off-campus)--Student Life Office, Ledford Center
- (2) Student spouses (full time on campus employment)--Vice President of Administration, Stealey.
- (3) Church Work--Student Field Ministries, Broyhill

I.D. and Activity Cards

An I.D. card is issued to each new student upon entering Southeastern. This card will serve a number of functions and should be carried at all times. In addition to identifying a person as a Southeastern student, it is required as a part of the actual mechanical process of checking out books and other materials from the Library. An identification card will also be required before recreational facilities and equipment can be used.

An I.D. card is issued when the student enters Southeastern and is valid during periods of continuous enrollment. Cards become void when a student's enrollment terminates or is interrupted. Although the initial cost of I.D. cards is included in the Student Services fee, a \$5.00 charge will be made to replace lost cards. Replacements are made at the Library circulation desk.

Alumni and children and spouses of Southeastern students, faculty and staff who plan to use any or all of the recreational facilities will need to obtain an activities card. An application for these cards may be obtained at the Information Desk in the Ledford Center. Costs for the first activities card are included in the student services fee. Alumni may purchase recreation cards for an annual fee of \$20.00. A \$5.00 fee will be charged for replacement cards. Replacement cards may be applied for at the Information Desk of the Ledford Center.

Income Taxes

Students may obtain forms and information for filing federal income taxes by calling 1-800-829-3676 or 1-800-829-1040, and state income taxes by calling (919) 715-0397.

Mail and Post Office Boxes

Post office boxes are required for all currently enrolled students, except for those in the D.Min., and Th.M. programs. These boxes are located in the Ledford Center. All campus related correspondence will be placed in these boxes. The rental fees are included in the student services fee. Post office boxes will be assigned during registration. Post office box changes and questions are handled in the Campus Mailroom. Please refer any complaints concerning the mail service on campus to the Director of Student Life, Ledford Center.

Parking and Traffic Regulations

Automobile Registration

1. Vehicles are to be registered during the orientation period or at the Physical Plant Office. All vehicles parked on Southeastern property must have a current decal properly displayed. Visitors' vehicles are exempt.
2. Decals must be placed on the rear-view mirror.
3. Administrative center supervisors must send a list of persons eligible for Staff parking to the Physical Plant Office. These lists will include Support personnel, part-time Faculty, and Special Instructors.
4. If a vehicle is traded during the school year, the owner must register his/her new vehicle at the Physical Plant Office and the old decal will be transferred to the new vehicle.
5. Lost or illegible decals may be replaced at the Physical Plant Office.

Parking Areas

1. Faculty and Staff

- a. **Stealey Hall Drive and Circle.** Reserved for Faculty, Executive Council Officers with offices in Stealey Hall and Visitors (2 spaces). Total spaces 35.
- b. **Mackie Hall.** *Student parking (15 spaces) on street side between driveways.* All other spaces reserved for Faculty, Staff, and Handicapped parking (2 spaces). Total spaces 52.
- c. **Broyhill Hall.** Reserved for Faculty and Staff members working in Broyhill and Handicapped parking (2 spaces). Total spaces 21.
- d. **Child Care Center/Cafeteria Drive.** Child Care Center Staff (3 spaces); Cafeteria Staff (3 spaces). Other marked spaces for cafeteria patrons only. No students, Staff, or Faculty are permitted to park in areas reserved for cafeteria patrons. Cafeteria staff and vendors are the only vehicles permitted to park behind the cafeteria.

2. Students

- a. **South College Street: Lot A (across from Mackie Hall).** Total spaces 105;
Lot B (across from Wake Forest Baptist Church). Total spaces 71.
- b. **Women's Dorm Lot.** Total spaces 8.
- c. **Wingate Street (in front of Child Care Center).** Total spaces 45.
- d. **Stadium Road/Wingate Street: Lot A (beside Ledford Center).** Total spaces 34.
Lot B (behind Ledford Center). Total spaces 55.
- e. **Simmons Dormitory/Apartments.** Total spaces 40.
- f. **West Avenue: Lot A (behind the Cafeteria).** Total spaces 83.
Lot B (behind Ledford Center). Total spaces 46.

Violations

Violations that may result in your receiving a fine:

1. Parking in driveways, loading zones, areas marked "no parking", or taking up more than one parking space.
2. Driving and parking on lawns or sidewalks. There is a \$50.00 fine for parking on grass for any reason. No driving on campus without permission from the Business Office.
3. Blocking dumpsters or obstructing movement of traffic.
4. Failure to have a valid decal properly displayed and legible.
5. Parking in spaces reserved for persons other than the owner of the vehicle.
6. Improperly parking in spaces designated as "head-in" parking only.

Administration, Fines, and Enforcement

Parking violation tickets will be issued by persons designated by the Director of Physical Plant. Schedules will vary according to the need for enforcement in a daily routine. Regulations are subject to enforcement on a twenty-four hour basis.

1. Vehicles parked illegally will be fined \$10.00 per recorded violation on an issued ticket. Flagrant and/or repeated violations may result in towing without warning at the owner's expense.
2. Vehicles not having a properly displayed, valid decal will be traced for ownership through the appropriate State Division of Motor Vehicles, at the owner's expense.
3. Fines not paid within one week will be charged to the owner's account in the Business Office. Appeals with regard to parking tickets may be made through an appointment with the Director of Physical Plant. Appointments must be arranged within one week of the issue date of the parking ticket.
4. Visitors are not required to pay fines, but are asked to observe regulations.

Student Excursions

The seminary regularly sponsors off-campus trips for personal enrichment and academic credit. Students also initiate occasional trips, but in order to be officially associated with the seminary, approval of the Academic Vice-President and the Vice-President for Student Services is required.

The two primary types of seminary-sponsored excursions are mission trips and Holy Land trips. Student behavior during such travel opportunities is required to be consistent with both the purpose of the trip and the established policies of the seminary. If the purpose of the excursion is mission work, students will be available at all times to do mission work. If the purpose of the excursion is archaeological work, students will apply themselves to the work.

While on mission trips, students are expected to comply with the rules of conduct and dress that are appropriate for Christians in the culture in which they are serving. Students are also expected to sign any waivers that are applicable to their work and travel. When work is to be done on any school trip, students are expected to work diligently, without complaining. All conduct that is prohibited by this handbook in the appendix dealing with discipline is also prohibited on student excursions. Fraternization with the opposite sex is also forbidden. All seminary-sponsored excursions will be accompanied by a member of the faculty or administration of the seminary. When such trips are for academic credit, students are responsible to meet the academic requirements specified by the supervising professor.

Taxes and Personal Property

Students living in campus housing and owning personal property are subject to county and city tax assessments. Representatives come to Wake Forest Town Hall to assist local residents with filing. Students may write the Wake County Tax Collector, P.O. Box 427, Raleigh, NC 27602 or call 755-6550 and request filing forms and information. Wake Forest city taxes are automatically figured from the county tax listings. The usual deadline for filing without penalty is January 31.

Use of Southeastern Facilities

All meetings and activities involving the use of campus facilities should be cleared and scheduled through the various offices listed below:

Public Relations Office, ext. 270

Appleby Chapel
Bethea Room
Binkley Chapel
Hall of the Presidents

Student Activities Office, ext. 310

All of Ledford Facilities, Intramurals Field and Outdoor Tennis Courts

Student Field Ministries, exts. 316, 317

Broyhill Conference Room A and C

Registrar's Office, ext. 215

Classrooms

Library AV Services, ext. 259

Library AV Auditorium

All events must be entered on the Southeastern calendar, which is handled in the Public Relations Office, Stealey Hall.

To guide the Southeastern community in its responsibility to the Southern Baptist Convention and Southeastern's broader constituency, the following channels have been established for determining the use of campus facilities by speakers and/or programs other than in regularly scheduled or authorized classes and activities. Request forms are handled as follows:

1. Guidelines for placing speakers or events on the Southeastern calendar:
 - a. **Requests by Students** should be approved through the Dean of Students Office before scheduling speaker/event on the campus calendar and reserving the appropriate space.
 - b. **Requests by Faculty and/or Administrative Officers** should be approved through the Executive Council before scheduling speaker/event on the campus calendar and reserving the appropriate space.

- c. **Other requests** should be approved through the Public Relations Office. Requests must be submitted in writing three weeks in advance. Approval or disapproval will be communicated to the requestor as soon as possible.
2. Requests receiving a positive response will be channeled to the Executive Council by one of its members for review and determination.
3. In addition to seeking approval for the event/speaker, the Administrative Officer or Faculty member channeling the request will also determine availability of date and facilities from the Public Relations Office, Stealey Hall.
4. The President of Southeastern, as spokesman responsible to the public and the Convention, will be the final authority on such requests.
5. Approval or disapproval of a request will be communicated to the person making the request by the appropriate Administrative Officer, Faculty member, or the President.
6. The above procedures do not apply to resource persons invited by or approved by the professors in scheduled courses.

Voter Registration

Voter Registration forms may be picked up from the Town Clerk at the Wake Town Hall at 401 Elm Avenue. Registration forms should be mailed in to the Wake County Board of Elections at P. O. Box 695, Raleigh, North Carolina 27602-0695, phone 850-6240.

Personal Enrichment And Development

Cultural and Social Opportunities

Southeastern's location in the Research Triangle provides easy access to a number of opportunities for social and cultural enrichment. In addition to restaurants, theaters, colleges and universities, the Raleigh area features numerous concerts, plays and events, most of which are available for nominal charges. Special events and programs are presented by various groups in Wake Forest throughout the year usually for special occasions or holidays. For sports enthusiasts, Raleigh hosts professional teams in baseball, tennis, hockey, and soccer. Local newspapers provide regular schedules and details of upcoming events. Review campus news and information publications for information on social and cultural opportunities involving the Southeastern community.

Southeastern Campus Events Calendar

The Southeastern Calendar is kept by the Public Relations Office, Stealey Hall, ext. 270. Campus events including organizational meetings, special classes, lectures, worship services and other activities should be entered on the calendar in order to avoid schedule conflicts. Those responsible for scheduling events should clear dates and verify availability of facilities with the Public Relations Office.

Student Activities

The Ledford Center is the focus of a comprehensive activities program which provides opportunities for all members of the Southeastern family. Specific activities are designed to promote physical health, social development and personal growth. Guidelines for the use of the Ledford Center are published in Appendix C of this handbook. Announcements of specific events and programs are communicated through various campus media. Ledford Center programs are coordinated through the Director of Student Life.

Worship

The experience of worship is at the center of campus life. Because of this, numerous important worship opportunities are provided during the year. Chapel services led by guest speakers, professors, and students are held each week, Tuesday-Thursday, from 10:00 - 11:00 a.m. in Binkley Chapel. The annual Sandy Creek revival is celebrated each fall semester. Special lectures are also presented by prominent scholars in various fields. While attendance is not compulsory at any worship services, students and their families are urged to participate for the purpose of personal and community spiritual growth. All Southeastern worship services are open to members of the surrounding community. All administrative centers will be closed during chapel services.

Information Resources

Campus Directory

The Public Relations Office publishes the *Campus Directory* each fall for the primary purpose of providing pictures and information to aid in the process of getting to know each other. Pictures of the Faculty, Staff and students are coupled with addresses, phone numbers and other biographical information. Please notify the Registrar's Office, Stealey Hall, ext. 215, regarding any changes in addresses, phone numbers, marital status, and hometown.

Catalog

The annual *Catalog* is prepared by the Dean's Office and the Public Relations Office and is available upon request at the Registrar's Office for prospective students, students and other interested persons.

NewsLine

The *NewsLine* is a weekly publication of the Public Relations Office and is a primary means of communicating information concerning activities and events on the Southeastern campus. It is made available to students on a weekly basis. A schedule of events and notices of interest to all members of the Southeastern family are in each issue. Anyone wishing to place a notice in the *NewsLine* should submit the information, **in writing**, to the Public Relations Office, 202 Stealey Hall by 4:30 p.m. each Tuesday.

Olive Press

The *Olive Press* is a student newspaper, written by students for the Southeastern community. Issues are published approximately three to four times a semester and distributed throughout the campus. Student contributions are welcomed and should be turned in at the drop box in front of Stealey 201.

Outlook

The *Outlook* is a general interest magazine, published by the Public Relations Office for students, alumni and other friends of Southeastern. The information contained in it is of interest to all members of the Southeastern family. Copies are mailed to alumni, trustees, denominational leaders and other friends of Southeastern.

Switchboard Operator

The switchboard is located at the main entrance of Stealey Hall and serves as the primary communications center for the campus. In addition to coordinating the telephone service, the operator has access to general information concerning campus offices as well as addresses, phone numbers and class schedules of students.

Emergency messages may be transmitted to students in class by way of the operator. The switchboard is usually open Monday-Friday from 7:30 a.m.- 6:00 p.m. during regular semesters. To reach the switchboard while on campus, dial "0", and off campus dial 556-3101.

Organizations and Opportunities for Participation in Student Life

Fellowship of Military Chaplain Candidates

This student organization was founded in 1992 with the following threefold purpose:

1. To provide a support group for students planning for service as military chaplains.
2. To educate chaplain candidates about topics relevant to ministry in the military.
3. To promote a heightened awareness of military chaplaincy on campus.

Student Council

The Student Council is an elected body of students seeking to minister to the needs of the Southeastern family. Programs to foster personal, family and community growth are implemented through various kinds of religious, social, and educational opportunities. The Council shares responsibility for all projects but committee work allows for concentration in specific areas. For a more extensive description of the organization and its involvement in Southeastern life, see Appendix A.

Southeastern Women's Fellowship (SWF)

SWF is an organization made up of student wives and women students and is dedicated to ministering to their needs. Ministries include monthly meetings which are designed for fellowship as well as topical study, Bible study, clothing ministry, outreach, bread ministry, craft & bake sales, and much more.

For more information contact the Dean of Students Office.

Formation, Recognition, and Responsibilities of Student Organizations

The formation of student organizations on campus is encouraged as a means to speak to the diverse needs and special interests represented in the Southeastern family. Groups needing assistance organizing or defining their relationship to Southeastern should contact the Student Life Office. The formation and recognition of student groups are accomplished through the following policies and procedures:

I. Formal Recognition of Student Organizations

Student groups seeking to organize on the campus at Southeastern must be formally recognized by both the Student Council and the Seminary/College administration. Formal recognition allows an organization to use campus facilities, to be listed in campus publications, to use the Southeastern name in connection with the organizations' name and activities, and to request funds through the appropriate processes from the Seminary/College. To receive and retain formal recognition, groups must meet the following requirements:

1. Be consistent with the Statement of Purpose of Southeastern and the Articles of Faith.
2. Provide a concise written statement describing the purpose of the organization.

3. Provide a proposed organizational structure including officers, committees, and advisors.
4. Report sources and amounts of funding from non-seminary sources on an annual basis.
5. Complement, while not duplicating, the purpose of the Student Council or one of its standing committees.
6. Enlist an advisor from Southeastern's Faculty or Administration.
7. Operate within established policies and procedures of the Seminary/College.
8. Be reviewed and recommended by the Student Council.
9. Be approved by the Executive Council of Southeastern.

II. Annual Renewal

During each spring semester, student organizations will be given an opportunity to renew their formal recognition status for the new academic year. Forms provided by the Student Life Office will be made available for this purpose. If, at any time, the nature, purpose, or structure of the organization changes from that which was originally approved, these changes must be communicated to the Student Life Office. Failure to renew results in loss of formal recognition. Formal recognition may be restored by following the procedure outlined in section I.

III. Student Organizations Which Are Not Formally Recognized

Some student groups may prefer to organize without formal recognition by Southeastern. Such organizations, however, are not entitled to use campus facilities, receive Seminary/College funds, or associate with Southeastern's name, its activities/programs, or its publications, or use it in any way to imply the approval or endorsement of Southeastern.

Students in non-recognized organizations who disregard this policy may be subject to disciplinary measures. Likewise, students belonging to non-recognized students organizations and engaging in or promoting activities which are inconsistent with Southeastern's purposes and policies, or which serve to threaten Southeastern's public reputation, may jeopardize their relationship with Southeastern and/or be subject to disciplinary measures.

IV. Publication Policy for Recognized Student Organizations

Southeastern Seminary/College has an obligation to insure that publications which, directly or by implication, carry its name are consistent with the purpose and character of the institution. The Student Life Office shall assure that publications by recognized student organizations follow these guidelines:

1. The publication shall be consistent with the purpose, issues and concerns of the student organization.
2. Student organization publications are seen as communications to the Southeastern family. Primary distribution should be confined to the Southeastern campus.
3. The name of the student organization, the publication's staff, and the sources of funding shall be stated publicly or be made available upon request.
4. The publication shall promote creative discussion of ideas without fear of censorship or intimidation.
5. The publication shall publish materials which are neither obscene, libelous, nor divisive of any person because of race, denomination, theological position or personal affairs. No personal reference of questionable propriety regarding any individual or organization will be published without prior consultation and permission of the individual or organization.
6. All articles and letters appearing in the publication will be signed by the actual writer with the exception of straight news stories and editorials reflecting the consensus of the publication's staff.

Academic Information

Southeastern Catalogs

The Southeastern Baptist Theological Seminary Catalog is the official and primary source of information regarding major areas of the life of the seminary. Most of the necessary academic information will be found in that catalog. *The Southeastern Baptist Theological College Catalog* serves the same purpose as it relates to undergraduate students. Students are expected to keep their copies available for reference and for seeking the answers to questions which arise. This brief summary is not intended as a replacement for that information, but as a reminder of some of the issues which arise most frequently. If you do not have a catalog, you may obtain one from the Office of the Registrar.

Student Council Information

Organization

Constitution and Bylaws

**Southeastern Baptist Theological Seminary/College
Wake Forest, North Carolina**

Student Council

Organization

Officers

President
Vice President

Secretary
Treasurer

Class Representatives

M.Div. Senior Class (3)*
M.Div. Middler Class (3)
M.Div. Junior Class (3)
M.A. Senior Class (1)
M.A. Junior Class (1)
B.A. Senior Class (1)
B.A. Junior Class (1)
A.Div. Senior Class (1)
A.Div. Junior Class (1)

Committees

Communication
Arts/Social
Spiritual Life
Ethics
Off-Campus Ministries
Student Welfare
International Issues

*Number of Class Representatives on Student Council

Constitution of the Student Council

Southeastern Baptist Theological Seminary/College

Revised and Amended September 1995

Prologue

We the students of Southeastern Baptist Theological Seminary/College, in order to provide communication between Administration and students, Faculty and students, and students and students; to establish rules of order and to equally promote the general welfare of all students, establish this Constitution for the Student Council.

Article I - Name

The coordinating organization of the student body shall be called the Student Council of Southeastern Baptist Theological Seminary/College.

Article II - Purpose

It shall be the purpose of the Student Council to: (a) promote the general welfare of all students, (b) stimulate participation in on campus and off campus activities and ministries which are vital for the total well-being of students and their communities and (c) assist the Faculty and Administration at all times in the planning, preparation, and execution of those activities which require the cooperation of the Student Council.

Article III - Membership

Section 1. Officers of the Student Council

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

Section 2. Representatives

- a. M. Div. degree program
 - (1) Three representatives from the senior class
 - (2) Three representatives from the middler class
 - (3) Three representatives from the junior class
- b. M.A. degree program
 - (1) One representative from the senior class
 - (2) One representative from the junior class
- c. B.A. degree program
 - (1) One representative from the senior class
 - (2) One representative from the junior class
- d. Associate degree program
 - (1) One representative from the senior class
 - (2) One representative from the junior class

Section 3. The Committee Chairpersons

Elected chairpersons of the constitutional standing committees.

Article IV - The Executive Committee of the Student Council

Section 1. Purpose

The purpose of the Executive committee shall be to serve as a forum to ascertain which proposals justify further consideration by the Student Council, and to submit recommendations concerning the same to the Student Council where all final action is taken.

Section 2. Members of the Executive Committee are as follows:

- a. President of the Student Council
- b. Vice President of the Student Council
- c. Secretary of the Student Council
- d. Treasurer of the Student Council
- e. The representative with the highest vote from each class of the M.Div. degree program elected in the spring
- f. The senior representative from the M.A. degree program
- g. The senior representative from the B.A. degree program
- h. The senior representative from the A.Div. degree program

Article V - Duties

Section 1. The Student Council

The Student Council shall meet regularly, at least once a month or upon the request of two thirds of the Council members, the time and place to be decided upon by the council, to conduct its business in accordance with the purpose of this constitution; to receive and act on recommendations from the Executive Committee and from any Council member; and to supervise the nomination and election of officers, representatives, and committee chairpersons.

Section 2. The Executive Committee

The Executive Committee shall meet at the discretion of the President of the Student Council or upon the request of two-thirds of the Committee members to determine the agenda for Student Council meetings. The Executive Committee may also upon two-thirds vote of its committee call the Student Council into session.

Section 3. Officers and Class Representatives

- a. President
The President shall preside over all meetings of the Student Council and the Executive Committee, be responsible for the execution of their duties, and call special meetings as needed. The President is an ex-officio member of all committees.
- b. Vice-President
The Vice-President shall preside in the absence of the President and he/she may succeed to the office of President if it becomes unoccupied by the current President. The Vice-President shall serve as Parliamentarian of the Student Council. He/She shall also serve as chairperson of the Nominating committee.
- c. Secretary
The Secretary shall keep the minutes of all meetings of the Student Council and the executive Committee, file all records of the organization, and conduct all correspondence. The Secretary, in the absence of the President and Vice-President at a Student Council meeting, shall call the Student Council to order and preside over the election of a Pro-Tem President from the Student

Council for that session. Minutes of meetings shall be posted and made accessible to the student body one week before meetings.

d. Treasurer

The Treasurer shall keep all funds and records of the same and disburse the same as authorized by the Student Council. The Treasurer in the absence of the President, Vice-President and Secretary at a Council meeting, shall call the Student Council to order and preside over the election of a Pro-Tem President from the Student Council for that session.

e. Class Representatives

Class Representatives and degree program representatives shall represent their respective classes and degree programs at the Student Council meetings. They shall have authority to call class meetings on a regular basis. They shall provide leadership in the organization and functions of their classes according to current Southeastern policies. They shall carry concerns of their classes and degree programs to the appropriate persons. They shall assist in communicating campus events.

Section 4. Responsibilities of Committee Chairpersons and Purposes of Committees

a. Developing Committee Responsibilities

Upon assuming office, at the first two meetings, the Student Council shall be responsible for adopting specific responsibilities for each committee. This may be accomplished in consultation with the outgoing council, committee persons and/or other available resources.

b. Responsibilities of Chairpersons

The chairpersons shall be responsible for directing the activities of their respective committees within the context of the following purposes and for appointing other students to assist them. Chairpersons shall be responsible for conveying their activities to the communication chairperson and to other appropriate chairpersons. Chairpersons shall be responsible for working in accord with current Southeastern policies and appropriate offices and committees. All committees shall meet once a month and submit written reports and recommendations to the Student Council.

c. Purposes of Committees

- (1) **Communication Committee** This committee shall be responsible for the flow of information concerning the needs of the student body to the Student Council and the communication of information to the student body from the Student Council.
- (2) **Arts /Social Committee** This committee shall sponsor and promote the use of drama, music and other media in worship and special programs in the arts. This committee shall also develop activities which promote a spirit of fellowship and community among students, faculty and administration.
- (3) **Spiritual Life Committee** This committee shall be concerned with promoting programs designed to strengthen the spiritual life of the Southeastern community.
- (4) **Ethics Committee** This committee shall be responsible for receiving input from the members of the Southeastern community regarding the ethics of personal and community decisions; for disseminating information on these matters to the Southeastern community and for initiating appropriate action or response to these issues.
- (5) **Off-Campus Ministries Committee** This committee shall serve as a liaison between students, churches and other institutions in planning, promoting, and coordinating off-campus ministries.
- (6) **Student Welfare Committee** This committee shall sensitively investigate and appropriately respond to the personal needs of students.
- (7) **International Committee** This committee shall be responsible for receiving input from the members of the Southeastern community regarding the needs of International students; for disseminating information on these matters to the Student Council or other appropriate person(s) and for initiating needed action or response to these issues.

d. Ad Hoc Committees

The Executive Committee shall recommend Ad Hoc committees for specific issues that are not assigned to other committees and which have been approved by the Student Council. The Executive committee shall define the tasks of the Ad Hoc Committees. The chairpersons shall be appointed by the President.

Article VI - Amending the Constitution

The Constitution may be amended by a two-thirds majority vote of those students voting, provided such amendments have been introduced and approved in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

Article VII - Adopting the Constitution

This Constitution shall be considered to be in effect upon a two-thirds majority vote of those students voting, provided the Constitution has been introduced and approved in a meeting of the Student Council and has been publicized at least two weeks before a vote is taken.

BYLAWS

Article I - Nomination of Officers

Section 1. Nomination of officers, class representatives, and chairpersons shall take place at least five weeks before the spring semester ends. Nominations shall be made under the following provisions.

- a. The Vice-President of the Student Council shall appoint a Nominating Committee the composition and procedure of which are to be as follows:
 - (1) A Nominating Committee shall handle all elections during the academic year.
 - (2) The Committee is to be composed of three Student Council members (in addition to the Vice - President) and three non-Student Council members. Their names shall be published upon appointment for the information of the student body.
 - (3) The first Nominating Committee meeting and the date of elections shall be announced by the Vice-President in campus publications a minimum of two (2) weeks prior to the meeting to enable students to express to the Committee members via resumes their interest in running for various offices.
 - (4) The Committee shall determine the qualifications of applicants according to the standards set forth in the By-Laws and determine whether or not resumes are in order.
 - (5) The Nominating Committee shall post the slate of candidates for the officers, chairpersons, and class representatives immediately after the close of nominations at least two weeks before the elections.
 - (6) A petition of nominations may be submitted to the Nominating Committee on the initiative of any member or members of the student body, under the following stipulations.
 - (a) Such petitions must contain the signatures of twenty-five students.
 - (b) Such petitions must be presented to the Nominating Committee within one (1) week following the posting of the list of candidates submitted by the Nominating Committee.
 - (c) When additional nominations are received, the Nominating Committee shall post a revised list including the names of all students who are candidates for each office. This shall be done at least one (1) week before the election.
 - (7) Prior to the spring elections, the Nominating Committee shall provide a forum for the candidates for Student Council offices as designated in Article 1, Section 1 of the By-Laws to present themselves to the students. This requirement may be waived prior to the fall elections.
- b. Qualifications of candidates for officers, representatives and chairpersons for the spring elections.
 - (1) All candidates shall be currently enrolled in good standing with Southeastern Seminary/College. Elected Council members must maintain full-time enrollment during their term of office.

- (2) Candidates for President shall be seniors as of the beginning of the fall semester of the year in which they may serve and may be from the M.Div., M.A., B.A. or A.Div. programs.
 - (3) Candidates for Vice-President shall be seniors or middlers in the M.Div. program, or seniors in the M.A., B.A. or Associate programs.
 - (4) Candidates for Secretary, Treasurer and Committee Chairperson shall be any currently enrolled students.
 - (5) Candidates for class representatives shall be members of their respective classes as of the beginning of the fall semester of the year in which they may serve. Election of Junior Class representatives in all degree programs shall be held in the fall semester.
- c. Nominations and elections shall be held in the fall to fill positions remaining after the spring semester elections.
- (1) The Nominating Committee shall examine the eligibility of applicants and determine whether or not resumes are in order.
 - (2) The Nominating committee shall post this slate of candidates and provide for a petitioning period in accordance with Article I, Section 1, sub-paragraphs (3) and (6) of these By-Laws.
 - (3) Nominations shall be posted at the end of the fourth week of school in the fall at least two weeks before the elections.

Section 2.

No one shall nominate a candidate for any office without receiving prior permission from the student.

Section 3.

No student shall be nominated for more than one office.

Article II - Election of Officers

Section 1.

The election of officers, chairpersons, and representatives shall take place a minimum of two weeks and a maximum of three weeks following the posting of nominations. The voting shall take place on two consecutive school days as agreed upon by the Nominating Committee and the Student Council.

- a. The voting shall be by secret ballot and as follows:
 - (1) All students who are eligible to vote shall cast votes for the President, Vice-President, Secretary, Treasurer, and Committee Chairpersons.
 - (2) Only those students in each corresponding rising or incoming class shall vote for their respective representatives. Each student shall vote for as many candidates as there are representatives to be elected from his/her class.
- b. The election of officers and chairpersons shall require a majority of votes cast. The election of class representatives shall require a plurality of votes.
- c. Election results are to be posted within twenty-four (24) hours of the close of the elections.

Section 2.

In the case of the necessity of a run-off for an officer or committee chairperson position, the two candidates receiving the highest number of votes cast shall be voted upon the following week. There shall be two consecutive days of voting with the plurality of votes as the deciding factor.

Section 3.

- a. A request for a recount must be made in writing to the nominating committee by the conclusion of the next regular school day following the posting of the elections.
- b. If a recount is requested it should be completed by the Nominating Committee within two class days. Candidates or a representative designated by the candidate for the office involved in the recount may be present during the recount.
- c. Results of the recount are to be posted in the same manner as the election results.

Section 4.

The election in the fall shall adhere to the above sections and clauses that shall control the election of those representatives.

Article III - Voting Eligibility

For all Student Council elections, student voting eligibility shall be determined by a student being registered full time (unless in their final semester) in the basic degree programs.

Article IV - Filling Unexpired Terms

Section 1.

In the event that a position becomes vacant in the Student Council prior to the fall election, the position shall be announced and filled during the fall elections.

Section 2.

The nominating committee shall adhere to Articles I and II of these By-Laws to fulfill that position.

Section 3.

In the event that a position becomes vacant following the fall election, the vacancy shall be filled by appointment by the nominating committee with the approval of two-thirds of the Student Council at its regular meeting. The appointee shall have full voting privileges.

Article V - Term of Office

Section 1.

The term of office begins with the first meeting of the Student Council and concludes with the installation of the new Student Council.

Section 2.

The spring installation of incoming officers, chairpersons, and representatives shall take place within three weeks of their election. The outgoing Student council shall arrange for the installation.

Section 3.

Following the spring election the official duties of their office shall be turned over to the newly elected Council by the outgoing Student Council at the first meeting of the Student Council following the election.

The outgoing Student Council shall make adequate provision to fulfill the obligations of actions taken prior to this time. Under no circumstances shall the new Council be responsible for actions or programs of the previous Council except by specific vote of the new Council.

Section 4.

In the event that a class representative, chairperson or officer of the Student council should terminate their enrollment as a full-time student, his/her resignation shall be assumed and appropriate action taken in accord with Article IV, 1 or IV, 3 of the By-Laws.

Articles VI - Meetings and Quorum

Section 1.

The meetings of the Student Council are open to all members of the student body, Faculty and Administration. The Student Council may call for a vote to close doors but only for a specified time to transact the necessary business.

Section 2.

To transact business, a quorum shall be a simple majority of Student Council members. The Executive committee must have a quorum to transact business and it shall be a simple majority.

Section 3.

Attendance requirements for members shall be determined by the Council following the Fall elections.

Article VII -Budget and Fiscal Arrangements

Section 1.

Funding for the Student Council shall be provided through the usual budgeting process of Southeastern. Additional funds may be acquired through special projects or programs in accord with current Southeastern policies. Use and disbursement of funds shall be the responsibility of the Student Council.

Section 2.

The Student Council fiscal year shall begin and end with the first meeting of the new Student Council in the spring semester. Since this does not coincide with Southeastern's fiscal calendar, 1/6 of the current Southeastern budget for the Student Council shall be provided for the incoming Council until additional funding is available in the new Southeastern fiscal year.

Article VIII - Rules of Order

Robert's Rules of Order, revised shall govern in all cases where applicable and where not inconsistent with the provisions of this constitution.

Article IX - Amending the By-Laws

The By-Laws may be amended by a two-thirds majority vote of those students voting, provided such amendments have been introduced and approved in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

Article X - Adopting the By-Laws

The By-Laws shall be considered to be in effect immediately upon a two-thirds majority vote of those students voting, provided said By-Laws have been introduced in a meeting of the Student Council and have been publicized at least two weeks before a vote is taken.

Section 4

The election in the fall shall be held on the first day of the month of October. The election shall be held on the first day of the month of October. The election shall be held on the first day of the month of October.

Article III - Voting Eligibility

Section 1. The Student Council shall consist of twelve members, six of whom shall be elected by the Council. The election shall be held on the first day of the month of October.

Article IV - Filing Disputes

Section 1

Nothing for the Student Council shall be done which through the usual budgeting process of the Student Council. Additional funds may be secured through special projects or services to be provided by the Student Council. Use and distribution of funds shall be the responsibility of the Student Council.

Section 2

Section 2. The Student Council shall meet on the first day of the month of October. The Student Council shall meet on the first day of the month of October. The Student Council shall meet on the first day of the month of October.

Robert's Rules of Order revised shall govern in all cases where applicable, and where inconsistent with the provisions of this constitution.

Section 1

Article IX - Amending the By-Laws. Any amendment to the By-Laws shall be introduced and approved in a meeting of the Student Council and shall be published at least two weeks before a vote is taken.

Section 2

Article X - Amending the By-Laws. The By-Laws shall be considered to be in effect immediately upon a two-thirds majority vote. Those amendments provided for in the By-Laws have been introduced in a meeting of the Student Council. The By-Laws shall be considered to be in effect immediately upon a two-thirds majority vote.

The outgoing Student Council shall make adequate provision to fulfill the obligations of actions taken prior to this time. Under no circumstances shall the new Council be held responsible for actions or programs of the previous Council except by specific vote of the new Council.

Section 4

In the event that a class representative, chairperson or officer of the Student Council should terminate their commitment as a full-time student, their resignation shall be accepted and appropriate action taken in accord with Article IV, 1 or IV, 3 of the By-Laws.

Article VI - Meetings and Quorum

Section 1

The meetings of the Student Council are open to all members of the student body, faculty and Administration. The Student Council may call for a vote to close the meeting at any time to conduct the necessary business.

The Judicial Process for Student Discipline

Adopted March 1978

Revised August 1995

Southeastern Baptist Theological Seminary/College
Wake Forest, North Carolina

The Judicial Process for Student Discipline

PREAMBLE

1. Southeastern Baptist Theological Seminary/College is a Christian institution whose primary purpose is to conduct a program of professional, graduate and undergraduate theological education designed to equip both women and men students for effective Christian leadership in church-related ministries and other areas where theological training is required.

This purpose assumes a community in the world but not of the world. The distinguishing factor is commitment to the vocation of the Christian ministry which signifies not only the role of a Christian but also the role of a professional minister of the Gospel of Jesus Christ.

Southeastern Baptist Theological Seminary/College, however, is a denominational institution in the sense that the vocation of its Faculty, Staff, and most of its students and graduates is within the Southern Baptist Convention. The Southern Baptist Convention has covenanted to provide tuition free education for the students at Southeastern. Therefore, it is reasonable for those who are part of Southeastern to respect the behavioral standards which are normative for a Southern Baptist minister.

The covenantal relationship is evident in certain Biblical principles, including "All things are lawful, but all things are not helpful. All things are lawful, but all things do not build up." (I Corinthians 10:23, cf 6:12). "Therefore, if food is a cause of my brother's falling, I will never eat meat, lest I cause my brother to fall." (I Corinthians 8:13). The recognition of the covenantal relationship which exists between the Southern Baptist Convention and Southeastern Baptist Theological Seminary/College also recognizes that the issue of intrinsic rightness or wrongness of certain conduct may be broader than the question of what is acceptable for a member of the Southeastern community.

This discipline policy is established and published to provide for fairness in dealing with issues which may arise and also in order that the student might have the basis for fair treatment in the event a discipline procedure is initiated.

2. The Appeals Process and the Judicial Committee described below will deal with cases of unacceptable behavior on the part of students at Southeastern.
3. Disciplinary action may result whenever students are involved in the violation of the personal or property rights of others, or in behavior which is not acceptable in the Southeastern community.

The following are provided as examples of conduct which are unacceptable in the Southeastern community and subject to disciplinary action:

- a. Academic misconduct such as plagiarism, cheating, or making false representations.
- b. Use or possession of beverage alcohol, illegal drugs or other controlled substances on Southeastern property.
- c. Homosexual behavior or heterosexual misconduct.
- d. Intentional and flagrant neglect of personal financial obligations.
- e. Giving false information or altering records.
- f. Theft or intentional abuse and/or destruction of personal or Southeastern property.
- g. Neglect, disregard or breach of established Seminary/College policies which govern the use of any Seminary/College properties or facilities including but not limited to housing, the library, and recreation facilities.
- h. Behavior (verbal, physical, emotional) which is intentionally demeaning, harassing, or abusive of another person.

4. The intention of the Appeals Process and the Judicial Committee is to make all of its discipline transactions with students occasions for learning, personal growth, and professional development. The rights and welfare of the student and of the Southeastern community will always be prime concerns.
5. Students involved in civil infractions are accountable to civil authorities, but may also be subject to discipline by Southeastern.
6. Prompt and decisive action is required in cases which involve disciplinary procedures. Therefore, the President may issue at once an automatic suspension to a student charged with an offense pending a full investigation of the matter and referral for due process.

I. Organization

The Judicial Committee is appointed by the President. It will be comprised of the Director of Student Life (who will serve as Chairman), the Dean of Students, one Seminary professor, one College professor, one Seminary student, and one College student.

II. Procedures

1. In an attempt to make this a truly responsible and redemptive community, it is expected that students, faculty, administration and staff will jointly accept the responsibility of reporting such actions as may be deemed to be unacceptable, unethical, and/or detrimental to a Christian academic community.

Anyone witnessing what he/she believes to be an infraction, whether involving civil infractions or conduct unacceptable to the Southeastern community, is to take the following steps should he/she desire to report the matter:

- a. The witness shall report the alleged infraction to the appropriate Southeastern personnel (Faculty member, Administrative Officer, etc.).
 - b. With or without the accompaniment of the consulted personnel, the witness shall, if possible, confront the accused with his/her knowledge of the alleged infraction and his/her intentions and actions with regard to the matter.
 - c. If, after such confrontation, it is felt by the witness and/or the previously consulted Southeastern personnel that disciplinary action may be called for, the alleged infraction will be reported to the Director of Student Life.
2. The Director of Student Life will collect preliminary data on the case and will conduct an interview with the student (s) involved: (a) to review the charges and (b) to interpret the Judicial Process for Student Discipline including the student's right of appeal.
 3. Should the Director of Student Life decide that further investigation or action is necessary, the Judicial Committee will be assembled for a hearing in which the student or students involved are present. (Cases of emergency are dealt with in Item III below).
 - a. The hearing will include presentation of evidence, including the accused student's statement of facts regarding the case, and questioning of evidence.
 - b. Students under review by the Judicial Committee shall have the right to be present, accompanied by counsel (if desired), and to speak at the hearing. They may hear and examine evidence presented against them at the hearing, may question witnesses, and present evidence by witness or by affidavit if a witness is unable to attend. The meeting will be open only to the Committee, the student under review, and witnesses as they are needed.
 - c. The Committee will review the data and make a decision.
 - d. The student will then hear a statement of the decision of the Committee.
 - e. The student involved shall have seven days in which to decide whether to accept the recommendation of the Committee as a final decision in his/her case; should he/she do so, further steps in the disciplinary process will be unnecessary. Should the student choose not to accept the action of the Judicial Committee, the decision may be appealed through the Appeals Process to the President.

4. All actions of the Judicial Committee and the Appeals Process shall be implemented by the Director of Student Life and/or the President with written notice supplied to the student(s) under review.
5. Appeal from the decisions of the Judicial Committee may be made to the President as the Chief Administrative Officer by submitting written notice to the Director of Student Life within seven days of the notification regarding the Judicial Committee action.

III. Emergency Discipline Action

In cases of emergency, as determined by the President (or acting President), arising from any action which threatens physical injury, property damage, the destruction or disruption of teaching, worship, or administration, the President (or acting President) shall have the power to take whatever immediate action he deems necessary to return the campus to normalcy. Any disciplinary action of students arising out of emergency shall be referred to the Judicial Committee which will follow the usual procedures of discipline as spelled out previously in the document.

IV. Disciplinary Actions

1. Categories of disciplinary action

- a. Reprimand
 - (1) Private reprimand
 - (2) Private reprimand with probation
 - (3) Public reprimand
 - (4) Public reprimand with probation
- b. Requested Withdrawal
- c. Suspension
 - (1) Private suspension
 - (2) Public suspension
- d. Expulsion

2. Interpretation of Disciplinary Actions

Private: A disciplinary action may be private if the offense was committed in private and affected only a few individuals.

Public: A disciplinary action may be public if the community at large needs clarification that a public act has been judged impermissible. Public notice is served by placing a statement of the disciplinary action on a bulletin board.

- a. Reprimand (censure). A reprimand is suitable in instances where the degree of the offense does not warrant separation but does indicate the need for a formal declaration of unacceptable behavior. The reprimand may or may not involve probation for a specified period of time, depending on whether there is evident need for required follow-up work and progress reports. In cases involving academic offenses, the Judicial Committee or the President, on appeal, may recommend to a Faculty member that the grade of a student who has been reprimanded be lowered.
- b. Requested Withdrawal (separation). Requested withdrawal is suitable in instances where a questionable pattern of behavior has threatened the personal and/or professional development of the student as a potential minister or threatened the community fellowship, but culpable deportment has not been established. Withdrawal does not imply the assessment of guilt and therefore, is normally a private matter. Withdrawal will be for a specified period of time and will normally carry stipulations regarding readmission.
- c. Suspension (separation). Suspension is the right of the institution to require that a student be separated from the institution for a specified period of time. Suspension is suitable in instances where a questionable pattern of behavior has threatened the personal and/or professional development of the student as a potential minister or threatened the community fellowship. In

all cases of Requested Withdrawal or Suspension, fulfillment of the discipline contracts only insures eligibility to be considered for readmission, following standard Southeastern readmission policies.

- d. Expulsion (termination). Expulsion is suitable in instances where there are repeated offenses, flagrant violations of a disciplinary contract, or where the initial evidence in a case involves a civil or criminal indictment or flagrant violations of Seminary/College norms. Expulsion also involves automatic public notice to the Southeastern community and to the recommending church.

3. Implementation of Disciplinary Actions

In cases of disciplinary action short of expulsion, the Director of Student Life will be instructed to act. In cases of recommended expulsion, the President will act.

4. Records of Disciplinary Action

- a. If the student is found by the Judicial Committee or, on appeal, by the President, to be innocent, no records of the proceeding will be retained.
- b. If the student receives a disciplinary action from the Judicial committee, the record of the proceeding will be retained in the office of the Director of Student Life and will be judged confidential. The record will contain the statement of the charges against the student; the synopsis of the testimony, and the decision of the Committee. Information will not become part of the student's permanent record except by decision of the President. However, it will be retained during a student's enrollment in the event that an appeal of a decision is made by the student or if required in a further review of disciplinary actions. Decisions containing conditions on continued or future enrollment may be held or noted temporarily in the student's academic record until such conditions are met.

In cases of emergency, as determined by the President, the President may suspend or expel a student from the University of Michigan. The President may also suspend or expel a student from the University of Michigan for a period of time. The President may also suspend or expel a student from the University of Michigan for a period of time. The President may also suspend or expel a student from the University of Michigan for a period of time.

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If the student receives a disciplinary action from the Judicial Committee, the record of the proceeding will be retained in the office of the Director of Student Life and will be judged confidential. The record will contain the statement of the charges, the evidence, the testimony of the witnesses, and the decision of the Committee. Information will not be made available to the student's permanent record except by decision of the President. However, it will be retained in the event that an appeal of the student's permanent record is requested in a future review of disciplinary action. The student's permanent record may be held as a record of the student's permanent record.

- b. Request
- c. Suspension
 - (1) Private suspension
 - (2) Public suspension
- d. Expulsion

2. Interpretation of Disciplinary Action

Private: A disciplinary action may be private if the offense was committed in private and affected only a few individuals.

Public: A disciplinary action may be public if the community at large needs clarification that a public act has been judged unacceptable. Public notice is given by placing a statement of the disciplinary action on a Bulletin board.

a. **Reprimand (censure):** A reprimand is suitable in instances where the degree of the offense does not warrant separation but does indicate the need for a formal declaration of unacceptable behavior. The reprimand may or may not involve probation for a specified period of time, depending on whether there is evident need for required follow-up work and progress reports. In cases involving academic offenses, the Judicial Committee or the President, on appeal, may recommend to a Faculty member that the grade of a student who has been reprimanded be lowered.

b. **Requested Withdrawal (suspension):** Requested withdrawal is suitable in instances where a questionable pattern of behavior has threatened the personal and professional development of the student as a potential member or threatened the community fellowship, but no public department has not been established. Withdrawal does not imply the loss of rights and therefore, is normally a private matter. Withdrawal will be for a specified period of time and will normally carry stipulations regarding readmission.

c. **Suspension (separation):** Suspension is the right of the institution to require that a student be separated from the institution for a specified period of time. Suspension is suitable in instances where a questionable pattern of behavior has threatened the personal and professional development of the student as a potential member or threatened the community fellowship. In

Appendix C

Student Activities Guide

Policies, Schedules and Regulations for the Ledford Student Center and Campus Recreation Facilities

Southeastern Baptist Theological Seminary/College
Wake Forest, North Carolina

The Ledford Student Center

The Ledford Student Center is both symbol and substance of Southeastern's commitment to the development of the whole person. This multipurpose facility was made possible by the generous gifts of Mr. and Mrs. Hubert Ledford along with numerous contributions from friends and alumni as well as Convention funding. In combination with other recreational and activities facilities on campus, it provides numerous opportunities for social, physical and personal development.

Because these facilities vary in size and in the number of people which can be accommodated, certain policies and schedules have been adopted for each facility. Each policy has been designed to make the facilities conveniently accessible and to maximize their use by the Southeastern family. **In order to be as responsive as possible to the needs of the Southeastern community and to work within staffing and budget limitations, Southeastern reserves the right to alter any schedules or policies, as necessary.**

Recreational/Activities Facilities

Southeastern's current recreational facilities include the following:

CANNON GYMNASIUM - The gym is located on the upper level of the Ledford Student Center and provides a large area for basketball, volleyball, indoor jogging, and other indoor sports and special events.

RECREATION ROOM - A recreation room is provided on the main level of Ledford, primarily for the use of Southeastern students. The "Rec" room has ping pong tables, billiard tables, and foosball.

FITNESS CENTER - The fitness center is located on the lower level of the Ledford Student Center. Facilities available include a free weight room, a machine room, and men's and women's locker areas with showers and a sauna. There are also racquetball courts on this level.

STUDENT CENTER - The Student center level, located off the main entrance, houses a snack bar, postal service, Baptist Book Store, lounge areas, and the recreation room. These rooms are available primarily for use by the Southeastern community.

OUTDOOR COURTS - The outdoor courts located off of Wingate Street across from the Physical Plant provide 3 tennis courts, a kids game court and an outdoor basketball court for primary use by the Southeastern community.

ATHLETIC FIELD - The athletic field is located off of West Avenue and behind the Southeastern apartments on Rankin Court and Judson Drive. The field provides a large playing area to accommodate both the football and softball intramurals.

Policies, Regulations, and Procedures

General Policy Statement

The recreation/activities facilities and all areas of the Ledford Student Center are provided for use by the Southeastern family, including currently enrolled students, Faculty, Staff, and their **immediate** families as well as alumni and their immediate families. Use of each area or facility is guided by policies and schedules with **specific requirements** regarding supervision, time and age limits, instruction and fees. The Ledford Student Center will be closed during all chapel services.

Usage of recreation/athletic equipment requires a valid student I.D. card or a Rec Card issued by the Student Life Office for spouses; children, alumni, and guests. Guests are permitted on the following basis: (1) Southeastern youths 16 or older may bring a younger brother or sister to Ledford Student Center as a guest. No other guests are allowed. (2) Southeastern students, faculty, staff and alumni may have as many

as two guests each. (3) **Guests must be accompanied at all times, and sponsoring persons are responsible for the conduct of their guests.** (4) **Guests must be registered at the reception desk in the lobby prior to any use of the recreation/athletic facilities.** Any person persistently violating any of the guidelines for Ledford Center use may be asked to leave by any member of the Student Center staff.

Children are permitted to use most areas and facilities when accompanied by a parent or a sibling at least sixteen years of age with valid Southeastern I.D. **School age children are not allowed use of the facilities before 2:30 p.m. during the regular school year.** Some areas are restricted to adult use only. Please refer to specific policies.

Groups or individuals associated with special events sponsored by the Seminary/College may have access to all facilities through prior arrangement with the Student Life Office. Requests for special uses by non-Southeastern groups or organizations may be considered by the Director of Student Life. Specific fees to recover utilities, supervision and maintenance expenses will be applicable.

Southeastern sponsored programs and activities will receive priority consideration in any use of the facilities.

NO SMOKING IS ALLOWED IN ANY AREA OF THE LEDFORD STUDENT CENTER.

Equipment

Southeastern makes available a variety of athletic and recreational equipment to students, faculty, and staff and their families. The following information provides guidelines for check-out and use of the equipment. The provisions are subject to change by the Student Life Office as needs and conditions may indicate.

Equipment Available

Basketballs, footballs, softballs and bats, volleyballs, ping pong paddles and balls, billiard equipment, foosball, and racquetball equipment.

All equipment must be used in the manner for which it is intended. Any abuse or misuse of the equipment will result in forfeiture of the privilege of continued use, and may require replacement costs to be charged to the responsible party's account in the Business Office.

Check Out Procedure

Any person wishing to check out equipment must have a valid I.D. issued by Southeastern. Upon presentation of your I.D. and payment of any deposit or fee that may apply, the equipment will be issued.

The check out period lasts for one hour. The equipment may be renewed for one additional hour if no one is waiting to use it. *A late charge will be assessed for any equipment not returned on time.*

Failure to return the equipment will result in an assessment appropriate to its cost being made to the responsible person's Southeastern account.

Use of personal equipment is permitted in all areas of the building.

Breakage Fee

In order to maintain the equipment at the highest possible standard, a non-refundable breakage fee will be charged on some items. Please refer to the fee schedule for information concerning the charges.

Cannon Gymnasium

The Cannon Gym will be open during spring and fall semesters for free play: 9:00 a.m. - 9:00 p.m. Monday, Tuesday, and Thursday; 9:00 a.m. - 4:30 p.m. Wednesday and Friday; and, 10:00 a.m. - 4:00 p.m. Saturday. The open gym schedule will be changed during the course of the semester to accommodate the intramural program and other special events that may be scheduled. These changes will be published and made available to the Southeastern community as they occur. Summer schedules will be posted. A person must present a valid I.D. issued by Southeastern in order to use the gym. No one under 10 may use this facility unless accompanied by an adult or a sibling at least 16 years of age with a valid I.D. or Rec Card. Basketballs can be checked out with a valid I.D. or Rec Card at the reception desk in the Ledford Student Center lobby or in the gymnasium.

Guidelines For Gym Use

1. Only rubber soled court shoes may be worn in the gym.
2. Dunking any type ball will not be permitted.
3. Kicking balls or throwing balls against the gym walls will not be allowed.
4. Hanging from the basket supports, the baskets or the nets is prohibited.
5. Food and drink are not permitted in the gym area.
6. Any abusive or improper conduct will not be tolerated.

Basketball Pick Up Games

All pick-up basketball games must be played cross court, and follow pick-up rules posted in the gym.

Recreation Room

A person must have a valid I.D. issued by Southeastern in order to use the "rec" room. Any person under the age of sixteen must be accompanied by an adult or sibling over 16 years of age with a valid I.D. or Rec Card. No one under 16 may check out Rec Room equipment.

The recreation area will be open from 9:00 a.m. - 9:00 p.m. on Monday, Tuesday and Thursday, 9:00 p.m.-4:30 p.m. on Wednesday and Friday, and 10:00 a.m. - 4:30 p.m. on Saturday during the Fall and Spring semesters. Summer hours will be posted. These hours are subject to change by the Student Life Office as needs and conditions may indicate.

Recreation room facilities are available on the first come, first serve basis. Play is limited to a maximum of one hour when people are waiting.

Any abuse or misuse of "rec" room facilities by any participant may result in forfeiture of the privilege of continued use.

No equipment will be casually available in the "rec" room area. Equipment is available only through check-out.

Fees

Please refer to the fee schedule for charges that apply to the "rec" room.

Fitness Center

A person must present a valid I.D. issued by Southeastern in order to use the Fitness Center. No one under sixteen may use the weight facility. Children under sixteen may use the racketball courts only in the company of their parents.

The Fitness Center will be open from 6:00 a.m. - 9:00 p.m. on Monday, Tuesday, and Thursday, from 6:00 a.m.-4:30 p.m. on Wednesday and Friday, and from 10:00 a.m.-4:00 p.m. on Saturday during Fall and Spring semesters. Summer hours will be posted.

Saunas

Anyone desiring to use this facility must first receive instructions regarding its proper use from a Fitness Center staff person. The saunas are available on a first come, first serve basis.

Racquetball

A person must present a valid I.D. issued by Southeastern in order to use the courts. **Children 10-15 may use the courts *only* when accompanied by their parent.**

Court Time and Reservations

Reservations are not required, but are recommended. Reservations are made on the hour beginning at 9:00 a.m.. The last reservation time is 8:00 p.m. on Monday, Tuesday and Thursday, 3:00 p.m. on Wednesday and Friday. Court time will be available on Saturday from 10:00 a.m. until closing. Courts may be reserved one day in advance. Reservations can be made at the Fitness Center Desk during scheduled building hours. The reservation will be held until ten minutes after the scheduled start. A person may play without a reservation if a court is available. It is important to remember that the courts are available only on the hour. Any person with a reservation to start late forfeits part of their court time. Likewise, any person without a reservation that starts play after the hour will have less than one hour court time.

Attire

Only rubber soled court shoes may be worn on the courts. T-shirts must be worn.

Fees

Please refer to the fee schedule for charges which apply to racquetball.

NO FOOD OR DRINK IS PERMITTED IN THE RACQUETBALL COURT AREA

Lockers

Lockers

Lockers are available on the Student Center main level and in the fitness center. The cost for locker usage is \$1.00/semester and must be applied for and reserved each semester in the Student Life Office. Personal locks may be used on all lockers. Failure to renew locker reservations may result in personal belongings being removed from the locker without prior notice.

Loss or Theft

Southeastern will not be held responsible for the theft or loss of any items from any locker.

Multi-Purpose Room

The multi-purpose room, located on the upper level above the main entrance, provides a flexible setting for small or large gatherings. Equipped with a kitchen facility and movable tables and chairs, the room can

be divided into two smaller meeting areas.

The room and kitchen facility are available by reservation only. Specific uses and scheduling must be cleared with the Students Life Office in Ledford Student Center at ext. 310.

Lounges

Three lounge areas are located in the student center on the main level. The T.V. lounge provides a comfortable, fully furnished area equipped with a large screen T.V. A second large lounge offers clustered furnishings suitable for small group meetings or study. A smaller lounge on the north end of the student center is suitable for individual study.

The foyer of the main entrance functions primarily as a reception/waiting area. In addition, an informal conversation pit is located in the heart of the student center.

Patios/Entrances

Patios and entrances are free-access areas. Any special uses requiring displays, equipment or large gatherings must be approved and scheduled, in advance through the Student Life Office.

Equipment Fee Schedule

Beach Volleyball Equipment:	\$5.00 per day A \$50.00 refundable deposit is required to check out the equipment (nets, boundary markers, balls, etc.)
Classes:	Periodically classes may be offered which require a small fee from participants as compensation for the instructor.
Late Charge:	\$1.00 on any equipment not returned on time.
Locker Rental:	\$1.00 per semester Locks may also be rented for \$1.00 per semester.
Racquetball Equipment:	\$1.00 per hour court fee \$1.00 per hour equipment fee
Rec Room Equipment:	.25¢ per ping pong ball .25¢ per hour for pool .25¢ per hour for foosball



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